**Standard Operating Procedures**

**Delaware Medical Reserve Corps (DMRC) Advisory Board**

1. **Name**

The name of this Board shall be the Delaware Medical Reserve Corps Advisory Board (DMRC Advisory Board).

1. **Purpose**

The overall mission of the DMRC Advisory Board is to promote the effectiveness of the DMRC as a locally-based, region-wide medical and non-medical personnel resource whose purpose is to augment, assist, and support the existing medical and public health systems during disasters and public health emergencies and to support public health education. The DMRC Advisory Board shall provide guidance to the DMRC units and volunteers as a means to strengthen local communities by establishing a system of volunteers to offer their expertise during crisis events as well as on an ongoing basis throughout the year.

The Board will achieve this mission by assisting in and making recommendations with reference to:

* + - clarifying the vision, mission, plans, and roles of the DMRC;
    - providing suggestions for alignment of the DMRC’s work with the purpose and mission;
    - representing the interests of relative stakeholders in meeting the medical emergency needs of the community;
    - recommending and supporting policies that facilitate the purpose of the DMRC;
    - identifying needs and priorities for the DMRC’s work;
    - suggesting actions to increase the recruitment of volunteers and remove the barriers to effective recruitment;
    - identifying training opportunities for DMRC members;
    - promoting and supporting the importance of DMRC readiness to respond to a public health crisis; and
    - ensuring the accountability of the DMRC’s work and resources.

1. **Board Members**
   1. **Composition**. The DMRC Advisory Board shall be composed of no less than seven (7) voting members. Members include:
      * Chair – Nominated and elected from the DMRC Advisory Board membership
      * Co-Chairs—Jointly the UD DMRC Program Coordinator and the State DMRC Coordinator
      * Office of Preparedness Medical Director – the Physician on-staff at EMSPS
      * Division of Public Health (DPH) Director of Community Health orhis/her designee.
      * Office of Preparedness Director
      * Unit Leader of each established unit in Delaware (once chosen and oriented to unit leader position.)
      * DE BEST Coordinator
      * Division of Substance Abuse and Mental Health (DSAMH) Deputy Director of DSAMH orhis/her designee.
      * One Delaware Medical Reserve Corps volunteer representative from each unit, including DE BEST, in Delaware.
      * Volunteer Representatives are elected by a vote of the unit that they wish to represent. They serve two (2) year terms and can serve no more than two (2) consecutive terms.

The Board and each individual member of the Board will represent the interests of the DMRC regardless of respective organizational affiliation or role.

* 1. **Vacancies**. Vacancies occurring in the Board shall be appointed/voted by the organization represented (either DPH (appointed) or the unit (voted)).
  2. **Resignation**. Resignation from the DMRC Advisory Board must be in writing and received by the Chairperson and by the organization the person represents.
  3. **Compensation**. The DMRC Advisory Board shall serve without compensation.
  4. **Powers**. The DMRC Advisory Board may adopt such rules and regulations for the conduct of its meetings, the exercise of its powers, and the management of the affairs of the DMRC Advisory Board as it may deem proper, not inconsistent with the laws of the State of Delaware, these bylaws, or the policies of the DHSS, DPH, Emergency Medical Services and Preparedness Section. The DMRC Advisory Board will make recommendations for the operation of the DMRC.
  5. **Chairperson**. The Chairperson of the DMRC Advisory Board shall be nominated and chosen by election from the DMRC Advisory Board membership. The Chairperson shall preside at all meetings of the DMRC Advisory Board, and shall have the general supervision of all business of the Board. If the Chairperson is absent, the Co-Chairs will serve as Chair. The Chairperson will serve for a term of two (2) years and will not serve consecutive terms.
  6. **Co-Chairpeople**. The Co-Chairpeople of the DMRC Advisory Board shall be the UD DMRC Program Coordinator and the State DMRC Coordinator. The Co-Chairs in conjunction with the Chairperson assists in coordination of all meetings of the DMRC Advisory Board, and in conjunction with Chairperson shall have the general supervision of all business of the Board. If the Chairperson is absent, the Co-Chairs will serve as Chair

1. **Sub-Committees**

The Chairperson shall appoint such other sub-committees as they deem proper for carrying on the business of the Board subject to the approval of the DHSS, DPH, Emergency Medical Services and Preparedness Section.

1. **Meetings**
   1. **Venue**. The DMRC Advisory Board shall meet at various locations determined by the Co-Chairs and will notify the remainder of the DMRC Advisory Board with a minimum of thirty (30) days notice.
   2. **Rules of Order**. Deliberations of the Board will be informally governed by Robert’s Rules of Order. A quorum of at least one half plus one voting member is required to vote.
   3. **Voting**. All voting members present (in person or via conference call) shall be entitled to a vote at any meeting of the members. The Chairperson will abstain from voting unless a tie-breaking vote is needed. An alternate unit member is able to vote as proxy for a unit member if indicated by the elected unit member to the Chairperson and Co-Chairs prior to the meeting. Items to be voted on will be identified on an agenda distributed to Board members one week in advance of the scheduled meeting.
   4. **General Powers**. The statewide policies, programs, and activities of Delaware MRC shall be directed with the recommendations of the DMRC Advisory Board. Financial affairs and unit-specific policies, programs, and activities are the responsibility of each unit established and represented on the DMRC Advisory Board and DPH through the federal grant process.
   5. **Regular Meetings**. A regular meeting of the DMRC Advisory Board shall be held at least quarterly.
   6. **Special Meetings**. Special meetings of the DMRC Advisory Board shall be called upon at the request of the Chairperson or MRC State Coordinator, or one-third of the Board for reasons including MRC funding. Notices of special meetings shall be sent out by the Chairperson to each Board member five (5) working days in advance.
   7. **Attendance at Meetings**. Board Members must attend three (3) of the regular quarterly meetings in one (1) year to be considered members of the Board. After an absence at two (2) meetings in a one (1) year period, a Board Member shall be notified in writing of removal from the Board. Exceptions to this policy may be approved at the discretion of the Chairperson.
   8. **Open Meetings**. The Board is subject to the open meeting requirements of the Freedom of Information Act (FOIA). The Board will give at least seven days’ notice to the public of its quarterly meetings, post the agenda at the meeting place, and prepare minutes of each meeting. All meetings are open for observance. We will reserve time during the meeting under new business for the public to speak.
   9. **Closed Meetings**. The Freedom of Information Act (FOIA) allows the Board to discuss in closed executive session certain confidential matters, the propriety of which can be addressed and decided upon on a meeting-by-meeting basis by the Chairperson in consultation with legal counsel. In the event of an emergency, FOIA authorizes the Board to suspend the requirements of the open meeting for the immediate preservation of the public health or safety.
   10. **Notice**. An official Board meeting requires that each Board member have a written notice at least two weeks in advance.

* 1. **Agenda.** The meeting agenda will be posted one week in advance at a minimum on University of Delaware’s DMRC website. The agenda will have the following verbiage:

*Title 29, Chapter 100, § 10004(e)(2):*

*All public bodies shall give public notice of their regular meetings and of their intent to hold an executive session closed to the public, at least 7 days in advance thereof. The notice shall include the agenda, if such has been determined at the time, and the dates, times and places of such meetings, including whether such meetings will be conducted by video conferencing; however, the agenda shall be subject to change to include additional items including executive sessions or the deletion of items including executive sessions which arise at the time of the public body’s meeting.*

1. **Amendments**

These Standard Operating Procedures may be amended by a vote of the Board provided. However, any proposed amendment must be submitted in writing to the Chairperson at least ten (10) days prior to the convening of the meeting at which the vote is to be taken on the amendment. Amendments to the Standard Operating Procedures shall become effective upon adoption, unless otherwise specified.